

Section Readiness Report

The Section Readiness Report

This report allows school administrators to see which teachers are ready to have their grades stored in PowerSchool from PTPro (PowerTeacher Pro).

Navigation: School Level – Start Page > Under Setup - School > Under Grading – PowerTeacher Pro Settings > Under Completed Grades – Section Readiness

Important: If the user cannot see the panel 'PowerTeacher Pro Settings', please see your LEA or SIS Coordinator to look at security settings.

PowerTeacher Pro Settings

Gradebook Setup

Display Settings

Select options to determine how the class lists and grades (including standards and traditional grades) appear in the gradebook.

District Categories for Teachers

Create district assignment categories for teachers.

Grade Calculations

Standards Grade Preferences

Determine the standards grades calculation settings for this school.

Traditional Grade Calculation Formulas

Set up the traditional grade calculation formula.

Traditional Grade Preferences

Determine additional traditional grade calculation settings for this school.

Completed Grades

Section Readiness

View a report that identifies which teachers have indicated that their grades are ready for report cards.

1. The Section Readiness page appears – with a list of teachers, their courses, and final grade verification status.

Section Readiness Report

Section Readiness - [blurred]

Reporting Term +

Verified Status +

Clear Apply

1-10 of 3172 items

Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Number	Verified Status	Verified Date	Teacher Status Comment
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2. To limit the entries that appear enter filter criteria
 - a. Click plus sign (+) to add filter options
 - i. Choose the Reporting Term as desired
 - ii. Choose the type of Status you wish to have displayed – leaving it blank with display both complete and not complete
3. To remove a filter, click the minus (-) sign next to the filter

▼

Reporting Term +

Verified Status +

Complete Not Complete

E1 F1 Q1 Q2 Q3 Q4 S1 S2

Clear Apply

4. To sort the report results, click any column heading (once for ascending, twice for descending).
5. To print the list, you will have to copy and paste the table into another application (i.e. Excel)

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